

PURCHASING FROM QPA 13915

See the QPA catalog or Punch-out Requisitions manual posted at <http://www.in.gov/idoa/2871.htm> for the complete set of instructions. This guide is focused on the processes that relate directly to using this QPA.

Add Items and Services

Use the Web tab when searching for items on the Ricoh punch-out catalog.

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search: Search

Catalog Favorites Templates Forms Web

Logo	Merchant	Description
	Ricoh, USA	Multifunctions, Scanners & Faxes
	Graybar	
	Fastenal	
	Hewlett Packard	IT Hardware
	Staples Facility	MRO – Paper/Janitorial Products and Dispensers
	Staples	Office Supplies, Inkjet Cartridges, and Toner

[Review and Submit](#)

Click the blue link labeled “Ricoh, USA” to punch out to the vendor’s web site.

The user will have the 20 minute time frame to click “Submit” to finish in the punch-out and move back into PeopleSoft or run the risk of being timed out/losing work.

Click the "More" link under each section to expand the section and access additional information.

[Favorites](#) | [Main Menu](#) > [eProcurement](#) > [Create Requisition](#)

Welcome Store

Welcome



Welcome to the STATE OF INDIANA Product Catalog

Select a catalog from the drop down. Enter an Item Number or Description and click Search.

Equipment Catalog

Catalog

- Equipment

Contacts

Ricoh Government Account Manager
Chris Johnson
 317-329-6088
Chris.Johnson@Ricoh-USA.com

STATE OF INDIANA

QPA # 13915 [More>>](#)

Contract Highlights - In QPA Contract #13915 all Terms and Conditions apply - NO freight, taxes, or overages apply.

Ricoh and PeopleSoft User Guides - This section will detail the information on this E-Procurement site and the encompass system. [More>>](#)

Please visit the following website or micro links for detailed information on the Ricoh e-procurement punch-out

GET STARTED - Please visit the website for detailed information on the Ricoh e-procurement punch-out & the Encompass purchasing system. User guides can be found at: <http://www.in.gov/idoa/2686.htm> Information is under the Resources Section/Ricoh Micro site - <http://www.in.gov/idoa/2342.htm> [More>>](#)

Select Equipment Catalog to view all Multi-functional Device bundles.

If instructed to build your

Build Your Own Bundle User Guide - This section will detail the steps to order a custom multifunctional device. [More>>](#)

Please visit the following website or micro links for detailed information on the Ricoh e-procurement punch-out

Justification Questions - Please cut and paste the questions below to your requester justification and comment section of the requisition. If you have questions, please contact Megan Lawson at mlawson@idoa.in.gov or 317-234.0067. [More>>](#)

Did Chris Johnson, Ricoh Account Manager, recommend this requested device? (Yes/No) [More>>](#)

STATE OF INDIANA

QPA # 13915 [<<Less](#)

Contract Highlights - In QPA Contract #13915 all Terms and Conditions apply - NO freight, taxes, or overages apply. Statewide Quantity Purchase Agreement (QPA) \$12M Estimated Annual Spend Contract term: Sept 4, 2015 to Sept 3, 2017; 2 years with (2) 1-year renewal options. No minimum monthly volumes. Increased technology advancements, Accountable Performance Metrics. Please visit: <http://www.in.gov/idoa/2686.htm> (not hyperlink, please copy) for detailed information about this QPA.

Ricoh and PeopleSoft User Guides - This section will detail the information on this E-Procurement site and the encompass system. [<<Less](#)

Please visit the following website or micro links for detailed information on the Ricoh e-procurement punch-out & the Encompass purchasing system,copy/paste url into your Browser to access sites. User Guides can be found at: <http://www.in.gov/idoa/2686.htm> Information is under the Resources Section underneath Ricoh Micro site and <http://www.in.gov/idoa/2342.htm>, under the Requisitions Section/Finding Multiple Vendors for One ePro Catalog Item Number.

GET STARTED - Please visit the website for detailed information on the Ricoh e-procurement punch-out & the Encompass purchasing system. User guides can be found at: <http://www.in.gov/idoa/2686.htm> Information is under the Resources Section/Ricoh Micro site - <http://www.in.gov/idoa/2342.htm> [<<Less](#)

Select Equipment Catalog to view all Multi-functional Device bundles.

If instructed to build your own bundle, select the - Build your own Bundle User Guide section.

Select the band number as instructed by Chris Johnson.

Find your bundle and add to cart. You may select the bundle to review its features.

Once your bundle has been added to the cart, you will need to select the - Required Band # Full Service - add to cart

You will need to select - Bundle and Required Band # Full Service - for the total number of fiscal years of the total lease term.

Proceed to Check out page.

Validate cart, only update quantity in PeopleSoft.

Click Submit.

Requisition Summary

There are no lines on this request. Please add new line in order to save this requisition.

Total Lines: 0

Total Amount (USD): 0

[Favorites](#) | [Main Menu](#) > [eProcurement](#) > [Create Requisition](#)

Build Your Own Bundle User Guide - This section will detail the steps to order a custom multifunctional device.

[<<Less](#)

Please visit the following website or micro links for detailed information on the Ricoh e-procurement punch-out & the Encompass purchasing system. User guides can be found at: <http://www.in.gov/idoa/2686.htm> Information is under the Resources Section/Ricoh Micro site and <http://www.in.gov/idoa/2342.htm>, under the Requisitions Section/Finding Multiple Vendors for One ePro Catalog Item Number. Please copy/paste url into your Browser to access sites. Select Equipment Catalog to view all Multi-Functional Device bundles. Select the build your own bundle band # as instructed by Chris Johnson. Select the band # recommended bundle and add it to the cart. Select the accessories and add to the cart. Select Required Band # Full Service and add to cart.

Justification Questions - Please cut and paste the questions below to your requester justification and comment section of the requisition. If you have questions, please contact Megan Lawson at mlawson@idoa.in.gov or 317-234-0067.

[<<Less](#)

Did Chris Johnson, Ricoh Account Manager, recommend this requested device? (Yes/No)

Identify make and model of all requested devices.

If printer, include whether it will be used as a networked device or as a personal desktop. If personal desktop printer, please include reason.

Identify all functions that the equipment will perform (i.e. Print, Copy, Fax, Scan, Color).

Identify all physical addresses where the equipment will be delivered for usage.

Identify the average total monthly volume this requested device will fulfill.

Identify all make and models that will be eliminated as a result of the new devices, while identifying whether the eliminated devices are lease returns or owned.

[↑ Page Top](#)

[Terms of Use](#)
© 2016 Ricoh USA, Inc. All Rights Reserved.

Requisition Summary

There are no lines on this request.
Please add new line in order to save this requisition.

Total Lines:	0
Total Amount (USD):	0

Click the "Equipment" link to view all Multi-functional device bundles.

[Favorites](#) | [Main Menu](#) > [eProcurement](#) > [Create Requisition](#)

Welcome
Store

Welcome

Welcome to the STATE OF INDIANA Product Catalog

Select a catalog from the drop down. Enter an Item Number or Description and click Search.

Catalog

- [Equipment](#)

Cd
 Ri
 Ma
 CH
 son
 317-234-0068
Chris.Johnson@Ricoh-USA.com

STATE OF INDIANA

QPA # 13915 [More>>](#)

Contract Highlights - In QPA Contract #13915 all Terms and Conditions apply - NO freight, taxes, or overages apply.

Ricoh and PeopleSoft User Guides - This section will detail the information on this E-Procurement site and the encompass system. [More>>](#)

Please visit the following website or micro links for detailed information on the Ricoh e-procurement punch-out

GET STARTED - Please visit the website for detailed information on the Ricoh e-procurement punch-out & the Encompass purchasing system. User guides can be found at: <http://www.in.gov/idoa/2686.htm> Information is under the Resources Section/Ricoh Micro site - <http://www.in.gov/idoa/2342.htm> [More>>](#)

Select Equipment Catalog to view all Multi-functional Device bundles.

If instructed to build your

Build Your Own Bundle User Guide - This section will detail the steps to order a custom multifunctional device. [More>>](#)

Please visit the following website or micro links for detailed information on the Ricoh e-procurement punch-out

Justification Questions - Please cut and paste the questions below to your requester justification and comment section of the requisition. If you have questions, please contact Megan Lawson at mlawson@idoa.in.gov or 317-234-0067. [More>>](#)

Did Chris Johnson, Ricoh Account Manager, recommend this requested device? (Yes/No)

Requisition Summary

There are no lines on this request.
Please add new line in order to save this requisition.

Total Lines:	0
Total Amount (USD):	0

RICOH CUSTOMER RESOURCE CENTER

Welcome | Store

Welcome > Store > Equipment Catalog



Catalog

- Equipment

Contacts

Ricoh Government Account Manager
Chris Johnson
317-329-6088
Chris.Johnson@Ricoh-USA.com

Equipment & Solutions Catalog

Search by Item number/description:

Enter an Item Number or Description and click Search.

Search Equipment:

Select a Section below to browse the Equipment Catalog

[BAND 1 - RICOH MP201SPF](#)

The Ricoh MP201SPF is a 21 ppm B/W multifunctional device. It is configured with copy/print/scanning/faxing/ (1) 250 sheet paper tray and 100 sheet bypass tray standard. Optional extra paper and cabinet available.

[BAND 1 - BUILD YOUR OWN RICOH MP201SPF](#)

Before you consider building your own bundle, you must involve your Ricoh sales representative Chris Johnson. The Ricoh MP201SPF is a 21 ppm B/W multifunctional device. It is configured with copy/print/scanning/faxing/ (1) 250 sheet paper tray and 100 sheet bypass tray standard. Optional extra paper and cabinet available.

[BAND 2 - RICOH MP2554SP](#)

The Ricoh MP2554P is a 25 ppm B/W multifunctional device. It is configured with copy/print/scanning/(2) 550 sheet paper trays and 100 sheet bypass tray standard. Optional faxing, stapling sorting, on-line 3 hole punching, and extra paper or cabinet available.

[BAND 2 - BUILD YOUR OWN RICOH MP2554SP](#)

Before you consider building your own bundle, you must involve your Ricoh sales representative Chris Johnson. The Ricoh MP2554SP is a 25 ppm B/W multifunctional device. It is configured with copy/print/scanning/(2) 550 sheet paper trays and 100 sheet bypass tray standard. Optional faxing, stapling sorting, on-line 3 hole punching, and extra paper or cabinet available.

of Items: 0
Total Price: \$0.00
Total Due: \$0.00

Requisition Summary
There are no lines on this request. Please add new line in order to save this requisition.

Total Lines: 0
Total Amount (USD): 0

Click on the Band x (x represents a number) link of the Ricoh make and model that Chris Johnson has recommended. If instructed by Chris to build your own bundle, select the Build your own Bundle User Guide section.

Welcome > Store > Equipment Catalog > Equipment Results



Catalog

- Equipment

Contacts

Ricoh Government Account Manager
Chris Johnson
317-329-6088
Chris.Johnson@Ricoh-USA.com

Equipment Catalog

* Indicates required field

Sort: Default Sort

BAND 1 - RICOH MP201SPF

[Band 1 - Ricoh MP201SPF \(21 PPM\) Copy/Print/Scan/Fax w/Cabinet and Network Install](#)

Item Number: MP201SPF-C*6242241 UNSPSC Code: 80161800



Pricing Option:

Select Lease

Lease:

Item Price: \$ 0.00

[Band 1 - Ricoh MP201SPF \(21 PPM\) Copy/Print/Scan/Fax w/Additional Paper 1x500 and Network Install](#)

Item Number: MP201SPF-C*6242241 UNSPSC Code: 80161800



Pricing Option:

Select Lease

Lease:

Item Price: \$ 0.00

[Band 1 - Ricoh MP201SPF \(21 PPM\) Copy/Print/Scan/Fax w/Cabinet, Additional Paper 1x500 and Network Install](#)

Item Number: MP201SPF-C*6353235 UNSPSC Code: 80161800



Pricing Option:

Select Lease

Lease:

of Items: 0
Total Price: \$0.00
Total Due: \$0.00

Requisition Summary
There are no lines on this request. Please add new line in order to save this requisition.

Total Lines: 0
Total Amount (USD): 0

Click on a blue link to get more detailed information as shown below.

RICOH CUSTOMER RESOURCE CENTER

Welcome | Store

Welcome > Store > Equipment Catalog > Equipment Results > Band 1 - Ricoh MP201SPF (21 PPM) Copy/Print/Scan/Fax w/Cabinet and Network Install



Catalog
Equipment

Contacts
Ricoh Government Account Manager
Chris Johnson
317-329-6088
Chris.Johnson@Ricoh-USA.com

Band 1 - Ricoh MP201SPF (21 PPM) Copy/Print/Scan/Fax w/Cabinet and Network Install



Item Number: MP201SPF-C*6288233
Manufacturer: Ricoh UNSPSC Code: 80161800
Pricing Option:
 Lease:
Select a Lease option

Item Price: \$0.00

Add to Cart

Download Specs/Details

Description

Product Description

The Ricoh MP201SPF incorporates a wealth of digital features and advanced paper-handling capabilities. It comes standard with a powerfilter and connectivity. These capabilities ensure maximum user productivity, provide reliable performance and offer professional image quality.

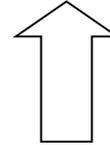
Product Components

- ESP XG-PCS-15D
- RICOH MP201SPF Startup Supplies
- [XXXX] RICOH AFICIO MP201SPF
- [XXXX] [FOC] RICOH CABNT FAC19
- Configure Assembly for MP201SPF

Back to Search Results

Next

of Items: 0
Total Price: \$0.00
Total Due: \$0.00



Requisition Summary	
There are no lines on this request. Please add new line in order to save this requisition.	
Total Lines:	0
Total Amount (USD):	0

Click "Add to Cart" to add this line item to the cart/requisition – the item will appear in the cart summary in the upper right hand corner. Click "Add to Cart" for the total number of fiscal years of the total lease term.

Click "Back to Search Results" to return to the previous page without adding the item.

Click the Equipment link to return to the previous catalog page.

Once the bundle has been added to the cart, locate the Required Band # - Full Service item in the same section.

Favorites | Main Menu > eProcurement > Create Requisition

[w/Additional Paper 1x500 and Network Install](#)

Item Number: MP201SPF-C*6242241 UNSPSC Code: 80161800

Pricing Option: Lease:
Select Lease

Item Price: \$ 0.00 Add to Cart

[Band 1 - Ricoh MP201SPF \(21 PPM\) Copy/Print/Scan/Fax w/Cabinet, Additional Paper 1x500 and Network Install](#)

Item Number: MP201SPF-C*6353235 UNSPSC Code: 80161800

Pricing Option: Lease:
Select Lease

Item Price: \$ 0.00 Add to Cart

[Required BAND 1 Full Service - B/W Rate of \\$0.0065 per copy](#)

Item Number: PS-1820UL-DS UNSPSC Code: 80161800

Select Your Pricing Option: Purchase: \$0.0065

Item Price: \$0.0065 Add to Cart

← Back to Search → Next ↑ Page Top

Click "Add to Cart" to add this line item to the cart/requisition – the item will appear in the cart summary in the upper right hand corner. Click "Add to Cart" for the total number of fiscal years of the total lease term.

When finished click "Next".

Verify that the two part process (base unit/options and the required band) has been repeated for the appropriate number of fiscal years to be covered by the purchase order (one fiscal year on each separate line). On the example below there will be four fiscal years covered by the lease, so there are eight lines in the shopping cart detail.

Shopping Cart Detail
Review and edit your cart items prior to checkout. Clear Contents

Store

Product Code	Product Name	Pricing Option	Unit Of Measure	Qty	Unit Price	Total Line Amount	REMOVE
MP2018PF-C#288233	Band 1 - Ricoh MP2018PF (21 PPM) Copy/Print/Scan/Fax w/Cabinet and Network Install <small>Lease: P17 / Lease Payment Amount: 30.24/monthly</small>	Lease	Monthly	1	\$ 30.24	\$ 30.24	REMOVE
MP2018PF-C#288233	Band 1 - Ricoh MP2018PF (21 PPM) Copy/Print/Scan/Fax w/Cabinet and Network Install <small>Lease: P17 / Lease Payment Amount: 30.24/monthly</small>	Lease	Monthly	1	\$ 30.24	\$ 30.24	REMOVE
MP2018PF-C#288233	Band 1 - Ricoh MP2018PF (21 PPM) Copy/Print/Scan/Fax w/Cabinet and Network Install <small>Lease: P17 / Lease Payment Amount: 30.24/monthly</small>	Lease	Monthly	1	\$ 30.24	\$ 30.24	REMOVE
MP2018PF-C#288233	Band 1 - Ricoh MP2018PF (21 PPM) Copy/Print/Scan/Fax w/Cabinet and Network Install <small>Lease: P17 / Lease Payment Amount: 30.24/monthly</small>	Lease	Monthly	1	\$ 30.24	\$ 30.24	REMOVE
P3-1820UL-D1	Required BAND 1 Full Service - BIW Rate of \$0.0066 per copy	Purchase	EA	1	\$0.0065	\$0.01	REMOVE
P3-1820UL-D1	Required BAND 1 Full Service - BIW Rate of \$0.0066 per copy	Purchase	EA	1	\$0.0065	\$0.01	REMOVE
P3-1820UL-D1	Required BAND 1 Full Service - BIW Rate of \$0.0066 per copy	Purchase	EA	1	\$0.0065	\$0.01	REMOVE
P3-1820UL-D1	Required BAND 1 Full Service - BIW Rate of \$0.0066 per copy	Purchase	EA	1	\$0.0065	\$0.01	REMOVE

Recalculate Store Sub Total: \$120.98

Continue Shopping

Cancel Click Submit to Continue Submit

There is no need to adjust quantities at this point, click “Submit” in the lower right hand corner when ready to return to PeopleSoft.

The user can also choose to use the **build your own** option by clicking on the Band x (x represents a number) Build your own Ricoh Model x link to open up the base unit with standard configured options. Before your agency considers using that option, the agency must involve the Ricoh sales representative Chris Johnson. There is a basic configuration line for each model where the user may be able to add lines for an extra paper, cabinet, optional stapling/sorting, faxing, or on-line 3 hole punching options.

Verifying Asset information on the Requisition Lines

This should be verified (line by line) on the “Review & Submit” panel through opening the line details (triangle to the left of the line), then clicking on the Asset Information tab under Accounting Lines as shown in the panels below.

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: 00061 Administration Priority: Medium
Requester: J005563 Werner, Jeania-061
Requisition Name: Ricoh Lease

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	RICOH: Band 1 - Ricoh MP201SPF	RICOH USA INC FKA IKON OFFICE SOLUTIONS	12.0000	Month	30.24000	362.880

Consolidate with other Reqs Override Suggested Vendor

Shipping Line: 1 Due Date: 11/30/2016 Quantity: 12.0000 Price: 30.24000
Status: Active *Ship To: 061PROC [Modify Onetime Address](#)
Attention To: Werner, Jeania-061
*Distribute By: Qty SpeedChart:

Accounting Lines Personalize | Find | View All | First | 1 of 1 | Last

AM Business Unit	Profile ID	Tag Number	Sequence	Empl ID

Because these Multi-Function Devices are leased, if the Requisitioner sees information in the AM Business Unit and Profile ID fields on each line, then it should be removed.

On each of the future year lines, update the Budget Reference (for example 2018 for 7/1/2017 through 6/30/2018 on line 3) and the corresponding Budget Date (for example 7/1/2018 on line 4).

3 [RICOH: Required BAND 1 Full Se](#) RICOH USA INC FKA IKON OFFICE SOLUTIONS 5,000.0000 Each 0.00650 32.500

Consolidate with other Reqs Override Suggested Vendor

Shipping Line: 1 Due Date: 11/30/2016 Quantity: 5,000.0000 Price: 0.00650
 Status: Active *Ship To: 061PROC Attention To: Werner,Jeania-061
 *Distribute By: Qty SpeedChart:

Accounting Lines

Fund	Account	Program	Dept	Bud Ref	PC Bus Unit	Project
10560	591010	10000	039095	2018		

4 [RICOH: Required BAND 1 Full Se](#) RICOH USA INC FKA IKON OFFICE SOLUTIONS 5,000.0000 Each 0.00650 32.500

Consolidate with other Reqs Override Suggested Vendor

Shipping Line: 1 Due Date: 11/30/2016 Quantity: 5,000.0000 Price: 0.00650
 Status: Active *Ship To: 061PROC Attention To: Werner,Jeania-061
 *Distribute By: Qty SpeedChart:

Accounting Lines

Budget Status	Budget Date	Pre-Encumbrance Balance	Pre-Encumbered Base Balance
Not Chkd	07/01/2018	0.000 USD	0.000 USD

5 [RICOH: Required BAND 1 Full Se](#) RICOH USA INC FKA IKON OFFICE SOLUTIONS 5,000.0000 Each 0.00650 32.500

Select All / Deselect

Add justification (comments) for requisition

Click inside the justification field and enter all justification information. **This is a required field.** Responses to the following questions **must be included in the justification:**

1. Was Chris Johnson, Ricoh Account Manager, involved in recommending this requested device? (Yes/No)
2. Identify make and model of all requested devices. (If printer – include whether it will be used as networked device or as a personal desktop. If personal desktop printer- include reason.)
3. Identify all functions that the equipment will perform (i.e. Print, Copy, Fax, Scan, Color)
4. Identify all physical addresses where the equipment will be delivered for usage (align device to address).
5. Identify the average total monthly volume this requested device will fulfill.
6. Identify all make and models that will be eliminated as a result of the new devices, while identifying whether the eliminated devices are lease returns or owned.
7. Include any additional comments that would be important for the IDOA reviewer.

There is an icon to the right of the box (two sheets with a diagonal arrow) that will bring up a larger field to type the justification as shown below. When finished typing, click “Return” and it will return to the “Review and Submit” screen.

The screenshot displays the eProcurement system interface. The main window shows a list of requisitions with columns for item number, description, quantity, unit of measure, and amount. A 'Requisition Summary' panel is visible on the right, showing a table of items and their quantities. A 'Requisitions' dialog box is open, containing a text area with the following justification text:

1) Yes, Chris Johnson, Ricoh Account Manager recommended this device.
2) Ricoh Band 1 - MP201SPF- multifunction device that will be networked
3) Functions - print, copy, fax and scanner in black and white
4) IDPA Procurement office - IGCS W468
5) 5,000 copies per month
6) It will replace the Ricoh Band 1 - MP 201SPF currently being leased which will be returned
7) We must have this unit to continue to provide services to the State.

The dialog box also includes a 'Return' button at the bottom.

Multiple Fiscal Year Procurement Contracts:

In order to enter budget lines for multiple fiscal years, the agency must submit a request to the agency's Controller/Budget Analyst asking that a \$0 budget be opened for each of the future fiscal years needed. Once the \$0 Budgets are established and posted, select the appropriate accounting information including the budget reference and budget date for each requisition line. There will be a budget check error on the zero dollar budget years that the agency's Budget Analyst will be required to override. Budget check the requisition until it becomes Valid. Since the Office of Management and Budget (OMB) is requesting that all commitments be put into PeopleSoft/ENCOMPASS this should not be a problem. It is our recommendation that agencies set up impression purchase order lines as amount only as it will make receiving much easier.

Once the requisition has been entered, is approved and has a valid budget check, it will need to be expedited to a purchase order. If it is above the user's delegation for approval (typically \$75,000), then submit a GMIS issue and identify the Business Unit, PO number, and PO Type and IDOA Procurement will approve the purchase order. It may then be finalized, budget checked, dispatched and sent to the vendor. If the PO fails the budget check, then the agency's Budget Analyst will need to override it. The future years' budgets will encumber in the negative to show the future year commitments. When the future year budgets are loaded, then the purchase orders will synchronize and will automatically be encumbered appropriately.

Multiple year contracts which contain projects - a directive from the Budget Agency.

1. Prior to entering the PO, project administrator should create projects for the future years covered by the contract, regardless of the type of contract (service, lease, etc.).
2. If future year project name uncertain, create 'dummy' projects; only Project ID and one Activity ID need to be set up.
3. Set 'dummy' project Status to E-Reject-ACT/GLE/BUD/REV/PAY to avoid any accidental charges to this project.
4. Enter PO, using multiple lines for future years, utilizing 'dummy' projects.
5. When future year is to be activated, modify 'dummy' project to the correct project, setting status to active.

The agency will also need to follow the instructions in the [Lease Guide for ePro Users](#) posted at <http://www.in.gov/idoa/2934.htm> after the requisition is taken to a purchase order.